



POLICY INDEX

(As of May 30, 2006)

SUBJECT

TITLE

Appeals/Grievances

- Analyst Participation in Examination Process When Appeals are Pending
- Documentation of Verbal Complaints of Discrimination
- Taping of Grievance-Appeal Process

Applications

- Application Filing Period
- Applications Which Fail to Meet Minimum Qualifications
- Assistance in Completing San Luis Obispo County Applications For Employment
- Faxing of Applications

Benefits

- Progressive Discipline Involving Employees Who File Claims for Workers Compensation Benefits
- Reimbursement for Fees, Tuition, Books or Other Required Course Materials
- Submitting Requests for Relocation Expenses for New County Employees
- Workers' Compensation and Return to Work

Certifications/Licenses

- Typing Certificates

Civil Service Commission

- Civil Service Commission Agenda Distribution
- Civil Service Commission Appeal Hearing Transcript/Recordings
- Civil Service Commission Correspondence

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

- Civil Service Commission's Investigatory Power
- Consultation with Civil Service Commission or Board of Supervisors Members Prior to Appeal Hearing in Cases Where the Personnel Department is a Respondent
- Department Head Representation at CSC
- Disclosure of Information on Civil Service Agenda
- Lunch Expense Reimbursement for Civil Service Commission Members during Full-Day of Service

Classifications

- Classification Study Guidelines
- Position Allocation Consolidation
- Reemployment Relating to Upward Reclassification
- Salary Increases Resulting from Change in Class Specifications
- Sub-Classification or Bilingual Recruitment

Compensation

- Compensation for Contract Employees
- Salary Increases Resulting From Change in Class Specifications
- Salary Placement from Open Eligible Lists

Disabilities

- Americans with Disabilities Act (ADA)
- Employment Status for Employees Denied a Disability Retirement by the Board of Pension Trustees

Discipline

- Hearing Officer Guidelines/Process
- Progressive Discipline Involving Employees Who File Claims For Workers Compensation Benefits

Examination Process

- Analyst Participation in Examination Process When Appeals are Pending
- Application Review for Positions with Peace Officer Status
- Applications Which Fail to Meet Minimum Qualifications
- Disclosure of Examination Information to Department Heads

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

- Documentation of Verbal Complaints of Discrimination
- Double-Filling Permanent Positions
- Duration of Eligible Lists
- Employment Opportunities Mailing List
- Personnel Staff Involvement in Screening and Oral Examination Processes
- Provisional Appointments
- Recruitment, Certification, and Appointment of Non-Civil Service Employees
- Salary Placement From Open-Only Eligible Lists
- Section 12: Employment After Retirement
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- Use of Rule 5.05(a)
- Veterans' Credits
- Writing Skills Test
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- County Staff Receiving Gifts and Gratuities
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- Employment Verification
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- Discussion of Candidates by Interview Panel Raters
- Hiring Interview Guidelines
- Luncheons for Non-County Oral Board Members
- Oral Examinations/Passing Score
- Parking Stickers for Oral Board Raters
- Personnel Staff Involvement in Screening and Oral Examination Processes

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Layoffs

- Layoff Process Guidelines
- Layoff Reemployment List Process
- Layoffs - Reemployment

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- Catastrophic Leave
- Employee Time off
- Employment Status of a County Employee Suspected of a Crime
- Family Leave
- Leave of Absence to Vote
- Leave of Absence With Pay for Jury Duty
- Military Leave for San Luis Obispo County Employees in Permanently Allocated Positions
- Rights of Pregnant Employees

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- Department Personnel Files
- Disclosure of Personnel Information to Department Heads or Designated Staff
- Disclosure of Records to Employee
- Disclosure of Records for Employment Verification, Credit Checks, Etc.
- Performance Evaluations
- Performance Evaluations and Other Formal Personnel Records; Ability to Change the Official Records in Personnel
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- Background Investigation - Sheriff's Office
- Background Investigation – Countywide
- Medical Pre-Employment Medical Testing
- Reference Checks Suggested Questions and Responses

Temporary Employees

- San Luis Obispo County Pension Trust Plan-Article 12: Employment After Retirement
- Separated Employees Returning with Temporary Appointments
- Substitute Employees

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

- Temporary Appointments Added to Self-Certification List
- Temporary Help Appointment/Fiscal Year
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- Vocational Rehabilitation Trainees, Student Interns, and Volunteers

**Workplace Safety/
Employee Rights**

- Alcohol and Drug
- County Designated Providers
- Discrimination and Harassment Prevention
- Employee Relations
- Industrial Injury
- Political Activity by County Officers and Employees: What is Permitted and Prohibited
- Union Representation-Employee's Right to